

Education Law §3614 School Funding Allocation Report

Part F - Narrative Description

1. **(A) Describe the local methodology/approach used to allocate funds to each school in the district during the process of budget development and implementation. (B) Please also describe the role(s) of all relevant stakeholders in such budgetary processes and decision-making. (C) Finally, if schools are allocated a significant portion of their funds—either in part or in full—through a formula, outline the nature/mechanics of the formula and the elements impacting each school's allocation.**

Specifically, the Division of Budget and the State Education Department would consider a complete response to this question to include explicit answers to the questions included in the rubric below, including a substantive discussion on the translation of students needs into the district's budget (at least 1 sentence per question, when applicable).

A) The budget development process is lead by the School Business Administrator in tandem with the Superintendent and Board of Education. Departments heads and administrative staff present to the Board of Education each year to describe their current needs and current funding, and request any additional funding that may be needed to support current or predicted student needs. Department heads and building principals report on their current successes and challenges, and what students need in order to achieve (or continue to achieve) success. Their budget presentations describe what is needed to make that happen and how much it would cost the district. The budget development process begins formally in November and continues through May (or, should a budget fail, until a re-vote can be held).

B) District employees involved in the budget development process include: the Superintendent, School Business Administrator, building principals, and department heads. The Board of Education is part of the budget development process from start to finish. They review all department budget submissions indicating changing student and funding needs and work with the School Business Administrator throughout the development period to craft a budget that reflects those needs. The Board of Education reviews changes in funding levels from year to year and determines whether those changes become finalized in the budget sent out to voters for approval. Building Principals represent the needs of individual buildings and/or school sites. Additionally, the district holds several budget workshops throughout the budget development process which are open to the public. At these workshops, the Board of Education will hear from community members about what they believe should or should not be included in the final budget.

C) The district does not use a formula to allocate funds to individual schools. The APW CSD is a relatively small district with only two buildings. There is very similar enrollment and demographics between the two buildings, therefore these buildings are funded at almost identical levels.

2. **If applicable, is there anything unique about certain schools which explain why per pupil spending at these locations may be significantly higher/lower than the district average?**

3. If applicable, describe any items which the district feels are anomalous in nature and require additional description.